

# Academic Regulations for Masters's Programmes at the Lucerne School of Business

of 1 September 2024

*(These Regulations are translated from and hence based on the "Studienreglement für die Master-Ausbildung an der Hochschule Luzern – Wirtschaft". The German version shall be authoritative.)*

*The Dean of the Lucerne School of Business,*

pursuant to article 1 paragraph 2 and paragraph 1 letter a of the Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz, of 13 June 2014<sup>1</sup>

*hereby enacts the following:*

## **I. General**

### **Art. 1** *Basic principle*

<sup>1</sup> The Lucerne School of Business offers master's degree programmes in the areas of expertise of its institutes.

<sup>2</sup> The programmes are governed by the provisions contained in these regulations, unless superseding law prevails.

<sup>3</sup> The programmes may consist of several majors.

### **Art. 2** *Admission to the Programme*

<sup>1</sup> Admission to the master's programmes requires applicants to:

- a. hold a bachelor's degree or an equivalent university degree comprising 180 credits under the European Credit Transfer System (ECTS),
- b. submit an application file meeting the requirements defined by the Head of Master's Programmes.
- c. possess appropriate skills in the language of instruction (German and/or English),

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<sup>1</sup> SRL No. 521

- d. if applicable, submit proof of prior specialisation at bachelor's level worth up to 30 ECTS credits in the specialised field of the programme or major.

<sup>2</sup> In addition, admission to the master's programme in Business Psychology requires

- a. a bachelor's degree in psychology from a recognised university-level institution. Other bachelor's degrees will be considered by the head of degree programme on a case-by-case basis,
- b. proof of 120 ECTS credits previously earned in the different areas of specialisation within psychology. Missing achievements worth up to 60 ECTS credits can be completed until the end of the second semester of the master's programme,
- c. for foreign students: proof of admission to a master's programme in psychology in the country where the bachelor's degree was completed.

<sup>3</sup> In the framework of the admission process, the head of programme may introduce additional requirements concerning the acquisition of additional qualifications.

### **Art. 3** *Accreditation of prior learning*

<sup>1</sup> Prior learning at master's level from other educational institutions may be recognised upon formal request. Decisions regarding the crediting rest with the head of programme. No more than half of the ECTS credits required for a master's degree at the Lucerne School of Business can be from prior learning.

<sup>2</sup> Assessed assignments completed at a university-level institution during an exchange programme and awarded a "pass" grade will be recognised and credited, if

- a. a learning agreement approved by the head of programme was signed before the student started the exchange programme and
- b. the academic achievements completed during the exchange programme are documented in a transcript of records issued by the host university.

<sup>3</sup> In the master's programme in Business Psychology, the compulsory work placement may be partially or fully replaced with relevant prior professional activity. The head of degree programme sets out the criteria of the recognition and decides whether and to what extent it is to be granted.

### **Art.4** *Leave of absence*

<sup>1</sup> In justified cases, the head of degree programme may authorise a leave of absence.

<sup>2</sup> During a leave of absence, students remain enrolled but do not pay semester fees. The leave of absence does not count towards the period of study.

## II. Governance

### **Art. 5** *Head of Bachelor's and Master's Programmes*

In particular, the Head of Bachelor's and Master's Programmes

- a. assumes overall responsibility for the programmes and, in particular, ensures that their design and concept are rigorously implemented,
- b. develops rules and guidelines for assessing student performance and achievements,
- c. ensures the quality of the acceptance and admission procedures (including stipulations applying to retakes),
- d. decides on whether or not degree programmes will be offered,
- e. ensures quality assurance as well as the ongoing evaluation and further development of the degree programmes at a superordinate level.

### **Art. 6** *Head of Programme*

<sup>1</sup> In these academic regulations, the term "head of degree programme" jointly refers to the head of degree programme and the major coordinators in the case of the master's degree programme in Business Administration.

<sup>2</sup> In particular, the head of programme is responsible for

- a. decisions pertaining to the delivery of modules and course-related events,
- b. implementing admission procedures and deciding on admissions to a programme,
- c. defining rules and procedures for student transfer projects and master's theses,
- d. the selection of lecturers,
- e. selecting the module coordinators,
- f. establishing and maintaining relations with partners in industry and higher education,
- g. answering students' questions and concerns, in particular in connection with students' work-study status, and
- h. assuring the quality as well as the continuous evaluation and development of the programme.

<sup>3</sup> A Head of Programme has the right vis-à-vis lecturers to issue instructions regarding course content and tuition scheduling, as well as teaching and learning methods and arrangements.

### **Art. 7** *Module coordinators and lecturers*

<sup>1</sup> Module coordinators are responsible for the quality of modules.

<sup>2</sup> They write the module specifications subject to agreement with the respective Head of Programme, and design and evaluate assessed assignments together with the lecturers concerned.

<sup>3</sup> Lecturers offer tuition and administer assessed assignments in accordance with the quality standards governing teaching at the Lucerne University of Applied Sciences and Arts.

**Art. 8** *Use of external experts for assessed assignments*

External experts may be brought in to assist in the evaluation of assessed assignments, in particular in the case of master's theses and student transfer projects.

### **III. Structure of programmes and modules**

**Art. 9** *Course duration*

<sup>1</sup> Master's degree programmes can yield 90 or 120 ECTS credits.

<sup>2</sup> The duration of a programme is generally two years.

<sup>3</sup> The Head of Programme may approve exceptions to this standard duration.

**Art. 10** *Course structure*

<sup>1</sup> The programmes are modular in structure. They can cover various 'major' topics and are completed with a master's thesis.

<sup>2</sup> ECTS credits earned from a course remain valid for six years after the date of issue.

<sup>3</sup> A Head of Programme may consent to extending the validity of ECTS credits. Requests to this effect must be submitted in writing.

**Art. 11** *Modules*

<sup>1</sup> Modules are defined as teaching and learning units of a certain duration which focus on specific content areas and whose outcome is defined in terms of the knowledge and skills to be acquired.

<sup>2</sup> Student achievements are measured in terms of module performance. A module has, as a rule, a duration of one semester and carries a workload of 3 ECTS credits or a multiple thereof. A module consists of one or several submodules and may be offered in German or English or in both languages.

**Art. 12** *Module description*

Each module has its separate module description in which the admission requirements, learning content and methods, required attestations, academic achievement and attendance requirements are detailed.

## **IV. Assessment**

### **Art. 13 Assessments**

<sup>1</sup> At least one assessed assignment needs to be successfully completed in order to pass a module.

<sup>2</sup> If a module includes several assessed assignments, the relative weighting of each assignment and the requirements for passing the module are included in the module specification.

### **Art. 14 Grading of performance**

<sup>1</sup> Performance is graded on a scale of 6.0 to 1.0.

<sup>2</sup> The grades have the following values:

6 = very good	5 = good
4 = sufficient	3 = insufficient
2 = weak	1 = of no use

<sup>3</sup> An assessed assignment is deemed to have been passed if the rounded grade awarded is 4.0 or higher.

<sup>4</sup> Numerical grades used for evaluating assessed assignments within a module are expressed using the grade points specified in paragraph 2 and the tenths of a grade point in between.

<sup>5</sup> A numerical grade may be substituted by a "pass" or a "fail" qualification.

<sup>6</sup> If programmes are delivered in cooperation with other universities, grade calculation may deviate from the above regulations.

### **Art. 15 Module grades**

<sup>1</sup> Numerical grades used for assessing overall module performance include the whole grade points and the half-grade points in between in accordance with article 14, paragraph 2.

<sup>2</sup> If modules are offered in cooperation with other universities, grade calculation may deviate from the above regulations.

### **Art. 16 Grades under the European Credit Transfer System (ECTS)**

<sup>1</sup> ECTS grades are awarded as follows:

- a. The top 10% of the students who have obtained a pass grade are awarded an A, the next 25% a B, the following 30% a C, the following 25% a D and the final 10% an E. Those who have not achieved an outcome sufficient to allow a pass grade are awarded an FX (fail with makeup work or resit possible), or an F (definite fail, one module retake possible).
- b. In cases where less than 25 students achieve a pass grade, ECTS grades can be awarded on an even scale in parallel to the numerical grades.

<sup>2</sup> An insufficient overall module grade lower than 4 and derived from two or more assessed assignments yields an F under the ECTS system.

<sup>3</sup> Insufficient module grades with a rounded numeric grade of 3.5 based on a single graded assessed assignment will be given an ECTS "FX" grade. Failed assessed assignments within a module graded FX can be retaken or improved. The highest achievable grade for a successful improvement is 4.0.

<sup>4</sup> Only one retake or improvement as described in paragraph 3 is granted per module in case of an FX grade. It must be completed by the end of the subsequent semester. The head of module decides on the type, content and timing of the retake or improvement.

#### **Art. 17** *Awarding ECTS credits*

<sup>1</sup> ECTS credits are awarded for a module if the overall module grade is equal to or higher than 4.

<sup>2</sup> Students who have passed a module will earn the full number of ECTS credits allocated to this module.

<sup>3</sup> No ECTS credits will be awarded if a student has failed a module.

#### **Art. 18** *Timing of Module Assessment*

All assessed assignments that are part of module assessment must be completed at the same time as the module, except in the case of makeup resits. In justified instances a Head of Programme may approve exceptions to this rule.

#### **Art. 19** *Repetition of modules*

<sup>1</sup> If academic performance in a module does not meet the criteria for ECTS credits to be awarded, the candidate may repeat it once. He or she may retake as many assessed assignments as necessary to attain an average "pass" grade. Retakes are subject to the conditions that apply to the module versions in force at the time of the retake. The grading of the retake will replace the grading of the previous attempt without exception.

<sup>2</sup> If maximal one module has been definitely failed, i.e., at the second attempt, the candidate may retake it a second time if the grade is not lower than a 3.5. The scope of this retake is governed by paragraph 1. This option of a second retake is only granted once over the course of study and across modules.

<sup>3</sup> If a module has been definitely failed for the first time, exclusion from the programme is postponed until the module has been retaken according to paragraph 2 maximum. Upon request, required elective modules may be retaken in the form of a different required elective module. However, the retake still counts as the second retake of the original failed module.

<sup>4</sup> If, during such a postponement of exclusion from a programme, a second module is not passed after repetition, then the postponement shall be ended and exclusion from the course carried out. Academic achievements dating from the start of the postponement are shown in the transcript of records.

<sup>5</sup> If a module is not passed after a second repetition as described in paragraph 2, exclusion from the course shall be carried out. Any studies and grades completed since the beginning of the postponement shall be entered in the respective transcript of records.

**Art. 20** *Module Assessment Criteria*

The knowledge and skills required for successful module performance as well as the assessment and grading criteria are based on the learning objectives set out in the respective module description.

**Art. 21** *Permitted resources*

Students will normally be informed about any resources permitted to be used for assessed assignments at the beginning of the semester but no later than six weeks prior to the date on which such an assignment or part thereof takes place or begins.

**Art. 22** *Obligation to collect information*

In the event of uncertainty students are obliged to make every effort to obtain the relevant information on the objectives, content, and forms of assessed assignments.

**Art. 23** *Transcript of records*

Students shall receive a transcript of records for each semester incl. listing the modules completed during that semester. The transcript lists the modules completed, together with the grades and ECTS credits that have been awarded.

**Art. 24** *Absence or withdrawal from assessment*

<sup>1</sup> Candidates prevented from taking an assessed assignment by compelling reason must inform the head of programme immediately and submit a written application to withdraw.

<sup>2</sup> In the event that such a situation arises immediately prior to or during an assessed assignment, the candidate must notify the head of programme immediately and, if possible, in writing.

<sup>3</sup> Notifications of, or requests for, absence or withdrawal after the completion of an assessed assignment are not acceptable unless the reasons for the absence or withdrawal were unforeseeable for the candidate.

<sup>4</sup> If a student misses an assessed assignment due to medical reasons, he or she must present a medical certificate. In cases of doubt, the School of Business may engage its own medical consultant.

<sup>5</sup> The decision on whether or not to exempt a student from attending, starting or completing an assessed assignment rests with the Head of Programme.

<sup>6</sup> If a candidate fails to complete an assessed assignment, or discontinues one that he or she has already begun without approval or compelling reasons, he or she will be deemed to have failed the assignment concerned.

**Art. 25** *Calendar and deadlines*

<sup>1</sup> The calendar and deadlines for the entire course of studies or parts thereof (including those for registration and withdrawal for and from modules and assessed assignments) are to be respected. Those who cannot, for understandable (e.g. illness) reasons, keep to the calendar or to a deadline must inform the person responsible for the calendar or the deadline before the date in question.

<sup>2</sup> If the calendar for a programme or deadlines are not kept to without reason, then the registration(s) or withdrawal(s) shall be regarded as uncompleted and the respective assessed assignments as not fulfilled.

## **V. Offering and delivery of modules**

**Art. 26** *Periodicity of modules*

As a rule, modules are delivered once a year.

**Art. 27** *Delivery of modules and submodules*

<sup>1</sup> Modules will be delivered if sufficient registrations have been received and if their delivery is compatible with the requirements of a proper course of study.

<sup>2</sup> The Lucerne School of Business reserves the right not to deliver modules. The decision on whether to deliver rests with the Head of Bachelor's and Master's Programmes. The head of programme may request a decision.

**Art. 28** *Module registration and withdrawal from a module*

<sup>1</sup> Registrations are possible until the end of the second semester week.

<sup>2</sup> Withdrawals are permissible until the end of the second semester week. A reason must be stated. The decision regarding the admissibility of the reason rests with the head of programme.

**Art. 29** *Exclusion from a programme*

Students will receive, together with confirmation that they are no longer matriculated, a transcript of records which lists the grades of the modules attended and indicates that their attempt to complete the study programme has been unsuccessful.



## **VI. Conditions for receipt of a master's degree**

### **Art. 30** *The master's degree*

<sup>1</sup> A master's degree programme at the Lucerne School of Business comes to a successful conclusion when a student has

- a. successfully completed all modules required according to the relevant curriculum, and
- b. earned the number of ECTS credits required for the degree programme according to the curriculum of the Lucerne University of Applied Sciences and Arts. Any ECTS credits earned in non-compulsory minors do not count towards this number. Modules completed with cooperation partners will be treated equally to modules delivered by the HSLU. and
- c. met, if applicable, all requirements (e.g., completion of required modules at bachelor's level).

<sup>2</sup> Upon successful completion of their studies students will be awarded the academic title "Master of Science Hochschule Luzern/FHZ in [denomination of the respective master's programme]".

<sup>3</sup> The degree will also specify the name of any corresponding major as part of the title.

<sup>4</sup> The following documents will be issued together with the master's degree:

- a. a diploma supplement in German and English with information about the course profile, the ECTS grading scale, the School and the University,
- b. a transcript of records containing the modules completed, the corresponding numerical and ECTS grades, and the title of the master's thesis, and
- c. an additional diploma for any successfully completed minors.

### **Art. 31** *The master's thesis*

<sup>1</sup> The rules and conditions for writing the master's thesis are laid out in the relevant module descriptions and in the master's thesis regulations.

<sup>2</sup> A master's thesis can only be completed on an individual basis.

<sup>3</sup> If a master's thesis is awarded a grade of 3.5, the candidate is granted the opportunity to submit an improved version once. In these cases, the maximum final grade attainable is 4.0.

<sup>4</sup> If the thesis receives a grade lower than 3.5, a renewed attempt with a different topic will be granted.

## **VII. Final provisions**

### **Art. 32** *Appeals*

<sup>1</sup> Rulings in accordance with these regulations shall be forwarded to recipients in written form and shall be accompanied by instructions as to the right of appeal.

<sup>2</sup> Appeals against rulings based on these regulations may be lodged with the Head of Programmes, subject to the provisions of the Academic Ordinance Governing Bachelor's and Master's Degree Programmes at the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz<sup>2</sup>. An appeal must be submitted in writing within 20 days. It must contain a formal request (motion) and statement of the grounds concerned.

**Art. 33** *Transitional arrangements*

<sup>1</sup> For students who started their master's programme before 1 September 2023, the academic regulations in force at that time shall apply.

<sup>2</sup> For students who started after 1 September 2023, the new academic regulations shall apply.

**Art. 34** *Repeal of existing regulations*

The academic regulations for masters's programmes at the Lucerne School of Business of 1 September 2023 are hereby repealed.

**Art. 35** *Entry into force*

These Academic Regulations enter into force on 1 September 2024, subject to approval by the Governing Council of the Lucerne University of Applied Sciences and Arts<sup>3</sup>.

Lucerne, 1 September 2024

**Lucerne School of Business**

Prof Dr Christine Böckelmann  
Dean

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<sup>2</sup> SRL No. 521

<sup>3</sup> Approved by the Governing Council of the Lucerne University of Applied Sciences and Arts on 27 August 2024.